2009 LSTA Digitization Grant Guidelines

(Applications Due: January 16, 2009)

- **Libraries are encouraged to partner with other libraries and cultural institutions to digitize and preserve all aspects of Indiana History.**

- **The maximum amount of funding is $24,000 per application.**

- **A local cash match of 10% of the total requested amount is required.**

- **$150,000 of LSTA funds will be available for these grants.**

- **Additional questions, included in the appendix, are required of all applicants.**

Program Overview

The Indiana State Library will offer LSTA mini-grants to libraries in Indiana for the purpose of digitizing Indiana's historical records. The primary goal is to develop additional content for Indiana Memory, a digital library for Indiana residents. (www.IndianaMemory.in.gov) Libraries should use these funds to digitize artifacts important to Indiana history and relevant to researchers today. Libraries should also be looking to establish partnerships with cultural institutions[1] that house unique and important collections of Indiana history. The lead project director in these partnerships must be a library, and the library will be responsible for managing the project and acting as fiscal agent and grant administrator.

Desired Outcomes

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes:

- ✓ Expanded access to unique cultural heritage artifacts of Indiana
- ✓ Increased knowledge about Indiana History among Indiana residents, researchers, and students
- ✓ Increased awareness of Indiana Memory among educators, researcher, and students

Projects evidencing the ability to produce at least one of these desired outcomes are given preference:

- ✓ Digitization of a unique and important collection housed outside a library
- ✓ Digitization of collections which meet specifically identified needs of researchers and/or students
- ✓ Development of a partnership between libraries and outside cultural institutions.

Note: These desired outcomes are derived from the six overarching goals of IMLS, see http://www.imls.gov/programs/programs.shtm *and the goals and needs identified in Indiana LSTA five-year plan, see* http://www.in.gov/library/files/LSTAPlan2008-2012.pdf.

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[1] Cultural institutions may include but are not limited to Indiana archives, historical societies, museums, art galleries, churches, and long-established businesses.

Eligible Applicants

All academic, public, and school media libraries are eligible to apply. In addition, cultural institutions and special libraries may partner with any of the libraries listed above to digitize unique historical documents that they house. Academic, public, and school media libraries are encouraged to partner with these cultural institutions and special libraries in an effort to digitize all aspects of Indiana history. All libraries must meet federal and state regulations to be eligible. Public libraries must meet library standards and both public and school media libraries must meet CIPA requirements to be eligible for grant funds.

Guidelines

- Grant funds must be spent between the project start date[2] and May 30th, 2010

- Applicants must demonstrate how their digitization project supports at least one of the desired outcomes, meets at least one purpose of LSTA, as defined by IMLS[3], and meets at least one of the goals of Indiana's five-year plan. [4]

- All digital files created as a result of your digitization project, and the associated metadata records, **must** be submitted to Indiana Memory and made available online.

- Applicants must adhere to Indiana State Library's collection development, http://www.in.gov/library/files/dig_colldev07.pdf, imaging, http://www.in.gov/library/files/dig_imgst.pdf, and metadata, http://www.in.gov/library/files/dig_metast.pdf standards

- Grant recipients **must** submit all reports and meet all expectations in time and as outlined in the 2009 Grant Management Manual, available online at http://www.in.gov/library/2704.htm, to receive reimbursements.

Timeline for 2009 Mini-Grants

In an effort to maximize the use and benefit of LSTA funds in Indiana, the digitization grant deadline has been pushed up to **January 16th 2009**. For grant applicants who currently have a 2008 LSTA grant, we recognize that there will be an overlap in spending between your 2008 and 2009 grant.

New Mini-Grant Cycle

October 24, 2008	Application form and guidelines made available.
January 16, 2009	Applications due to ISL no later than 4 p.m. ET
February 2009	Applicants informed of application status (funded, not funded)
April 2009	Projects begin (when contract is finalized)

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[2] The start date is dependent on when the contract is officially finalized.
[3] http://www.imls.gov/programs/programs.shtm
[4] *http://www.in.gov/library/files/LSTAPlan2008-2012.pdf* .

July 31, 2009	First Quarterly Report Due
November 26, 2009	Second Quarterly Report Due
February 26, 2010	Third Quarterly Report Due
May 30th, 2010	Project Ends – Last day grant funds can be spent
June 30th, 2010	Last day any reimbursement forms will be accepted
July 1st, 2010	Financial Final Report Due & Plan for Evaluation Due
October 1st, 2010	Narrative Final Report Due

Budget & Funding

> ➢ Applicants may apply for up to $24,000.

> ➢ Applicants must show that they will provide a cash match of at least 10% of the awarded amount.

> ➢ Applicants may use this support to outsource digitization and encoding to other institutions with appropriate digitization experience and infrastructure.

> ➢ Applicants must adhere to the federal guidelines for defining allowable and non-allowable expenses. See cost-principles on LSTA website: http://www.in.gov/library/2704.htm

> ➢ Applicant **may not** purchase digital collection management software (the State Library will provide access to the statewide CONTENTdm license to all libraries at no cost).

> ➢ Individual equipment pieces costing $5,000 or more are subject to pre-approval from IMLS.

Examples of Allowable Costs:	Examples of Non-Allowable Costs
Technology hardware and software	Ongoing operating costs
Training for staff and volunteers	Wages and benefits for existing employees
Project Staff	Entertainment costs (NO FOOD BEVERAGES)
Contracting outside agencies	

To Apply

Application Deadline: 4:00 p.m. ET, January 16, 2009

Mail or hand-deliver one original and one copy of completed application to:
Digitization Grant Application
Library Development Office (Rm. 413)
Indiana State Library
140 N. Senate Ave.
Indianapolis, IN 46204

In addition to the standard application, email additional questions[5] saved in RICH Text format (*.rtf) to
crendfeld@library.in.gov

All grants must be received by the application deadline to be reviewed. Only mailed and hand-delivered applications will be accepted.

Standard applications forms are available on the State Library's LSTA website
http://www.in.gov/library/2704.htm Please follow the application instructions also available on the website. ***Additional questions required of digitization grant applicants are found in Appendix A.***

Application Review Process

Grant applications are reviewed by a panel of Indiana historians and State Library staff. Grant applications are scored in relation to the answers provided in each section of the grant application, including the additional digitization questions, and the overall quality of the grant proposal. A total of 150 points are possible. Projects evidencing the ability to produce at least one of the preferred desired-outcomes, as listed above, are eligible to receive at most an additional 15 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries who have not previously received digitization grants.

Applicants are informed of the status of their grant in February. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision. For more information about this process please see the application instructions.

Please contact Connie Rendfeld (317) 232-3694 or crendfeld@library.in.gov (or)
Amy Holliday at (317) 234-6550 or aholliday@library.in.gov with any questions.

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[5] Additional questions are required for the digitization grant application and are located in Appendix A.

Appendix A: Additional Digitization Questions

Part 1: Audience/ Needs (General Description)

> 1. Describe the materials to be digitized.
> 2. How many objects, images, books, pages, etc will be digitized by completion of grant?
> 3. Discuss any copyright issues related to this collection.

Part 2: Historical Significance

1. How and why does the material contribute to the knowledge and understanding of Indiana history (locally, regionally, nationally, or world-wide)?
2. Is the material one of a kind or does it supplement existing material already available online?
3. Does the style or physical "artifact" nature of the material provide unique information in and of itself?

Part 3: Technical Plan

1. What hardware or software will be used? *Please note: The State Library will provide access to the CONTENTdm statewide license at no cost).*
2. Please indicate which of the following three options your institution will utilize:
    a. We will use the State Library's CONTENTdm license, and we have the minimum technology requirements to use the software.[6]
    b. We will use our own CONTENTdm license
    c. We will use a different digital content management software.
3. If you selected C for question 2, please provide an explanation for why you are using a different content management software and please answer the points below.
    a. How will users search for selected images?
    b. How will the images be searched (what software)?
    c. How will the search results be displayed and/or sorted?
    d. How will images be linked and displayed?
    e. How will you provide metadata and images for Indiana Memory?
4. Detail your backup and storage strategy.
5. Detail your migration strategy for long term preservation of digital resources.
6. Describe any difficulties that might arise in scanning the materials (oversized, bound, fragile, etc)
7. Will the digitization be done in-house or sub-contracted?
8. If you will sub-contract, how will the contractor be selected?
9. If the digitization will be done in-house, please document your current technical infrastructure for supporting digital projects (networks, staff expertise, etc)

Part 4: Metadata Plan

Describe your plan for creating metadata for the proposed project. *Please Note: All LSTA funded projects must conform to the State Library's metadata standards.*

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[6] Microsoft Windows XP or higher, Intel Pentium 4 processor, Microsoft Internet Explorer 6.0, Minimum 256MB RAM, 100MB of available hard-disk space, minimum display resolution of 1024* 768, 128Kbps or faster connection, and Acrobat® reader 5.0 or Adobe® reader 6.0 or later.

Part 5: Management Plan

1. Describe your staff knowledge and training experience with digitization projects. Specifically detail what expertise staff already have and/or what training will be available in the following areas:
   a. Project management
   b. Metadata creation
   c. Scanning software and equipment
   d. Website development

2. If your project is a partnership please also address these final questions.
   a. What is your relationship to the partner organization?
   b. What is the project vision and is it shared?
   c. How will decisions be made between partner organizations?
   d. Is the partner organization aware that materials will be made available on the internet?
   e. Is there interoperability for the inclusion of various metadata?